



## **Minutes of the Regular Board Meeting January 18, 2013**

### **MEMBERS PRESENT:**

Mark Flaten, Chair  
Denny Morrow, Vice Chair  
John Seymour, Secretary  
Shonda Craft  
Kay Ek  
Herb Grant  
Bruce O'Leary

### **STAFF PRESENT:**

Jennifer Mohlenhoff, Executive Director

### **GUESTS:**

Ben Garbe, Attorney General's Office  
Students

## **I. CALL TO ORDER**

Chair Mark Flaten called the meeting to order at 9:30 a.m., in the University Room of the University Park Plaza Building.

## **II. CONSIDER AGENDA**

The agenda was approved as modified. Variances will be moved to agenda item #IV and the Administrative Report will move to agenda item V.

## **III. APPROVAL OF MINUTES OF THE NOVEMBER 16, 2012, BOARD MEETING**

Denny Morrow made a motion to approve the minutes of the November 16, 2012, Board meeting as written. Shonda Craft seconded the motion. The motion passed.

**IV. VARIANCES (#V-2013-001; #V-2013-002; #V-2013-03; #V-2013-004; #V-2013-005; #V-2013-006; #V-2013-007; #V-2013-008; #V-2013-009)**

V-2013-001 - Members reviewed and discussed a request for Board-approved supervisor status prior to satisfying the requirement specified in Minnesota Rule. Herb Grant made a motion to deny the variance. John Seymour seconded the motion. The motion passed.

V-2013-002 – Members reviewed and discussed a request for Board-approved supervisor status prior to satisfying the requirement specified in Minnesota Rule. John Seymour made a motion to deny the variance. Herb Grant seconded the motion. The motion passed.

V-2013-003 - Members reviewed and discussed a request pertaining to the continuing education requirement, asking to earn more than the limit of independent study, due to living outside of the United States. John Seymour made a motion to approve the variance. Herb Grant seconded the motion. The motion passed.

V-2013-004 - Members reviewed and discussed a request for a variance to extend a LAMFT term one (1) year. John Seymour made a motion to approve the request. Kay Ek seconded the motion. Herb Grant abstained. The motion passed.

V-2013-005 - Members reviewed and discussed a request for a variance to extend a LAMFT term one (1) year. Kay Ek made a motion to approve the request. Shonda Craft seconded the motion. The motion passed.

V-2013-006 - Members reviewed and discussed a request for Board-approved supervisor status prior to satisfying the requirement specified in Minnesota Rule. John Seymour made a motion to approve the variance with the following stipulations: 1) Licensee must complete the required training for Board-approved supervisor status within one year of the granting of this variance. 2) Upon completion of the training, licensee is to provide a copy of the certificate of completion to the Board. Until completion of this required training, provided licensee is acting in a Board-approved supervisor capacity for other licensure candidates, must obtain a minimum of two hours of supervision per month from a Board-approved LMFT supervisor. This LMFT supervisor is to act as a supervisor mentor, as that term is used in AAMFT supervision guidelines. This mentoring supervision may be obtained electronically from any designated LMFT Board-approved supervisor, and is only required until completion of the required supervision training and provide documentation of such to the Board. 3) When acting in Board-approved supervisor capacity, licensee must comply with all requirements set forth in Minn. Rule 5300.0170. 4) This Board-approved supervisor status is authorized for current position and is not transferable to another position or employer absent a request to this Board. Bruce O'Leary seconded the motion. The motion passed.

V-2013-007 - Members reviewed and discussed a request for a variance to extend a LAMFT term one (1) year. Shonda Craft made a motion to approve the request. John Seymour seconded the motion. The motion passed.

V-2013-008 - Members reviewed and discussed a request for a variance to extend a LAMFT term one (1) year. John Seymour made a motion to approve the request. Shonda Craft seconded the motion. The motion passed.

V-2013-009 – Jennifer reported that variance #V-2013-009 was considered by staff pursuant to delegated Board authority and a request to obtain up to 25% of supervision by electronic means was granted.

## **V. ADMINISTRATIVE REPORT**

Members reviewed Jennifer's Administrative Report as follows.

- Budget Report and vendor payment detail
- Applications approved by the Application Committee November 16, 2012 and December 21, 2012
- LAMFT and LMFT licenses issued in November and December, 2012
- National Exam Score Report – Jennifer reported that Minnesota national exam takers continue to score higher in the national averages in all five (5) domains.
- COAMFTE Notice of Action – Members reviewed a report of COAMFTE actions taken on programs around the nation.
- Updated Board member contact list was distributed.
- LMFT & LAMFT License Renewal Update – Jennifer reported that LMFTs who were due to renew by December 31, 2012, have until January 31, 2013, to renew with a \$50.00 late fee. LMFT licenses not renewed with the late fee by January 31, 2013, will be expired. Jennifer reported that LAMFTs whose licenses expire on January 31, 2013, are in the process of renewing, and that those not renewed by January 31, 2013, may renew through February 28, 2013, with a \$50.00 late fee. LAMFTs not renewed by February 28, 2013, will officially expire.
- Oral Exam Statistic Report – Summary of oral exams administered in 2012 - 92% of candidates passed, 8% failed, 21 days of oral exams were held in 2012, 48 two-person panels were staffed within 12 months. Herb Grant requested that staff also track and maintain average oral exam scores for each applicant. This will begin with 2013 exams.
- Legislative Session: FY14-15 Budget Process – Jennifer reported that the Governor's budget is anticipated to be released next week and that she will keep members apprised of updates.

- Sunset Commission Reports - Jennifer provided a summary of various reports which were submitted by the Health Licensing Boards this month, noting that the report on mandatory criminal background checks is most likely to gain momentum in this session.

## **VI. COMMITTEE REPORTS**

Continuing Education: Jennifer gave a summary of continuing education reviewed in 2012, noting that 230 program sponsor applications were received, 261 licensee applications were received, and that approved programs are listed on the Board's website.

Complaint: Jennifer provided a summary of complaints handled by the complaint panel in 2012, noting that there were 53 compliant submissions, 27 closed complaints, and 33 open files at the end of the year.

Application: Jennifer reported that 338 applications were received in 2012 - 173 national exam applications, 11 reciprocity applications, and 154 state licensure applications.

Rules: Jennifer reported that the Rules Committee has completed a line by line review of the Rules, noting that she is in the process of preparing a revised rule draft. Rules Committee members will then review and critique the final draft prior to presenting it to the Board for adoption.

## **VII. PUBLIC INPUT**

A member of the public requested clarification of the Variance process. Members defined the variance process in MN Rule 5300.0340 and gave a summary on procedures necessary to petition the Board for a variance.

## **VIII. OTHER ITEMS**

### APPLICATIONS COMMITTEE:

The Applications Committee met on November 16, 2012, and December 21, 2012

- Applications approved for the State exam: 24
- Applications (Non-COAMFTE) approved for the national exam: 11
- Applications (COAMFTE) approved for the national exam: 31
- Applications for Reciprocity: 1

## ORAL EXAMINATIONS:

### November 13, 2012:

Three (3) applicants sat for the oral exam. Upon successful completion, licenses were issued to the following:

1. Lau, Natalie
2. Underwood, Sara
3. Wagner, Londa

### November 14, 2012:

11 applicants sat for the oral exam. Upon successful completion, licenses were issued to the following:

1. Austin, Leah
2. Brune, Lindsey
3. Fraser, Lyndsey
4. Haugen, Krystle
5. Marthaler, Jill
6. McDermott, Laura
7. Newstrom, Nicholas
8. Park, Sophia
9. Paulsen, Jessica
10. Troxel, Cheryl
11. Waldorf, Kari

### November 16, 2012:

Four (4) applicants sat for the oral exam. Upon successful completion, licenses were issued to the following:

1. Boynton, Karna
2. Rosener, Mary
3. Shilkey, Margaret
4. Strohmaier, Shelley

December 21, 2012:

12 applicants sat for the oral exam. Upon successful completion, licenses were issued to the following:

1. Daniels, Jorelyn
2. Felling, Elizabeth
3. Gilyard, Christine
4. Grantz, Lucy
5. Moen, Daniel
6. Reid, Marinda
7. Watt, Kathy
8. Swenson, Molly
9. Tichenor, Jennifer

#### **IX. ADJOURNMENT**

Chair Mark Flaten adjourned the meeting at 12:00 p.m. on a motion by Herb Grant and seconded by Bruce O'Leary. The motion passed.

I hereby attest that these minutes were read and approved by the Board of Marriage and Family Therapy on March 15, 2013.

---

John Seymour, Secretary